



# City of Chelsea

## HUMAN RESOURCES DEPARTMENT

City Hall, 500 Broadway Room 301

Chelsea, Massachusetts 02150

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Phone (617) 466-4170

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### Management Assistant – Communications\*

\$23.51/hour

\*This is currently a part time position with benefits

#### SUMMARY STATEMENT OF DUTIES (Full Description Next Pages)

Under general supervision, coordinates a spectrum of communication projects ranging from design and production of materials to branding, marketing and messaging of the Division's programs, projects, and events, and improves citizens' awareness of programs and services through community and neighborhood outreach.

#### EDUCATION AND EXPERIENCE

Bachelor's Degree in Graphic Design, Journalism, Communications, or in a similar field or an equivalent combination of education and experience with a focus in graphic design and public relations. Minimum of two years' experience performing similar duties preferably with an advertising agency and/or marketing department. Proficiency in Microsoft Office and Adobe Creative Suites required.

#### SKILLS, KNOWLEDGE & ABILITIES

Advanced skills in Adobe Illustrator, Adobe In-design, and Adobe Photoshop. Strong attention to fine details and focus in completing tasks (editing, proofreading, documents, checking grammar and spelling errors). Experience managing e-websites, including writing and publishing content is an asset. Flexibility in working with others ideas and accepts criticism well. Has a creative eye and is an out of the box thinker. Advanced organizing and project coordination skills. Excellent verbal and written communication skills.

**Qualified candidates submit a cover letter and resume to Human Resources Department, City of Chelsea, 500 Broadway, Chelsea, MA 02150. Email to [jobs@chelseama.gov](mailto:jobs@chelseama.gov) or fax to: (617) 466-4175. City application forms are available in the Human Resources Department, Room 301.**